

**Air Zoo  
Job Posting  
9/26/2016**

**Position Title:** Human Resources Associate

**Supervisor:** Director of Finance and Human Resources

**Position Summary:** Under the general supervision of the Director of Finance and Human Resources, the Human Resources Associate performs a variety of technical and para-professional duties. Maintains payroll and benefit record requirements for accounting of salary, benefits, accruals, and deductions; processes and maintains employee files, payroll, benefits, and Air Zoo Board information/materials with the highest level of confidentiality and careful attention to detail; and encourages positive employee morale throughout the workplace.

**Status:** Part-time; average approximately 20 hours/week; flexible scheduling

**Responsibilities**

1. Work with the Director and department managers to prepare and post job vacancies as appropriate.
2. Process and review employment applications, evaluating qualifications and/or eligibility of applicants and making appropriate recommendations on future candidacy.
3. Schedule and conduct screening interviews with candidates as necessary.
4. Perform tasks critical to on-boarding new employees, including reviewing the employee manual; explaining policies and benefits to new employees; ensuring appropriate records are set up in payroll, and requesting appropriate access to Air Zoo building areas and network.
5. Create new employee files and maintain all personnel and payroll files/records, to include addition of the employee into the payroll system.
6. Review benefit enrollment forms for accuracy and coordinate enrollment and other processing requirements with third-party administrators in a timely and efficient manner.
7. Administer various employee benefit programs, such as group, life, medical and dental insurance; 403(B) plans; and flexible spending accounts.
8. Verify the calculation of the monthly premiums statements for all group insurance policies and maintain statistical data relative to premiums, claims, and costs. Resolve administrative issues with the carrier representatives.
9. Maintain employee handbook. Make appropriate update recommendations and integrate them into the manual.
10. Process bi-weekly payroll timely and accurately, including distribution of payroll checks.
11. Ensures timely production and distribution of W-2s.
12. Work with appropriate department managers to schedule and document safety and first aid training as necessary.
13. Respond to employee inquiries in a timely manner regarding payroll and benefits information.
14. Maintain confidentiality regarding sensitive personnel actions and performance problems; preserve documents of termination actions, organizational plans and legal actions where premature disclosure could disrupt activities within the organization.
15. Work with the President/CEO to prepare and distribute information packets for Air Zoo Board members.
16. Attend regular quarterly Board meetings and prepare minutes for President/CEO approval within 10 days of meeting.
17. Maintain permanent records of Board minutes and related information.
18. Process various ongoing requests from employees and staff for information and assistance.

**Minimum Education / Experience Required**

1. Associates degree in Human Resource Management or related field (Bachelor's degree preferred).
2. Four years of human resources and/or payroll experience.
3. Broad knowledge of general Human Resources principles, policies and procedures.
4. Knowledge of federal, state and local laws, regulations and guidelines related to human resources and payroll.

**Knowledge, Skills and Abilities Required**

1. Possess professionalism, diplomacy, teamwork and the ability to interact with a diverse population
2. Ability to communicate effectively, both verbally and in writing, with staff, volunteers and public
3. Possess well-developed organizational skills
4. Ability to effectively solve problems
5. Ability to handle stressful situations
6. Ability to interact in a positive and enthusiastic manner
7. Demonstrate superior interpersonal skills to foster effective working relationships at all levels
8. Ability to undertake multiple, concurrent tasks in an environment where interruptions are common
9. Must maintain confidentiality at all appropriate times with all appropriate information
10. Must be flexible with the ability to work independently and as a team member
11. Must possess a well-groomed appearance in compliance with the Museum's dress and personal appearance policies
12. Ability to operate general office equipment

**Equipment Used**

1. General office equipment
2. Network-based computer system

How to Apply: Send resume and cover letter describing your experience and fit for this position to [Careers@Airzoo.org](mailto:Careers@Airzoo.org) Application Deadline: Open until filled